



Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City



**BIDS AND AWARDS COMMITTEE
(A.O. 07-02, Series of 2020)**

SUMMARY OF THE MEETING

29 October 2021
via Zoom Platform

Procurement Project/ Agenda	PRE BID CONFERENCE: PROCUREMENT OF SECURITY SERVICES FY 2022
Attendance	<p>BAC Members:</p> <ul style="list-style-type: none">• LA Leila T. Laureta-Agustin – Chairperson• LA Raisa P. Disomangcop• LA Anna Richie U. Morales-Malinao• LA Vilma Maria S. Plan-Barrera• LA Maria Regina L. Castillo <p>BAC-TWG:</p> <ul style="list-style-type: none">• LA Mylene Joy S. Paras – Head• Atty. Tarcila B. Nepomuceno-Banda• Atty. Eduardo G. Cerezo• Ms. Daisee A. Tismo <p>Provisional Members:</p> <ul style="list-style-type: none">• Director Elvira C. Cruz <p>BAC-Secretariat:</p> <ul style="list-style-type: none">• Atty. Rachel Ann Katrina P. Abad-Fabe – Head• Ms. Alna E. Samontanez• Ms. Jennifer D. Canoy• Ms. Rachelle T. Penaranda <p>Bidders (Procurement of Security Services FY 2022):</p> <ul style="list-style-type: none">• 168 Security – Ms. Marquez

NOTE: Observers were duly invited and notified of this meeting via e-mail and registered mail but no observers attended the meeting.

HIGHLIGHTS OF THE MEETING

CALL TO ORDER	❖ There being a quorum, LA Leila T. Laureta-Agustin, the BAC Chairperson, called to order the meeting at around 10:10 A.M.
PROCUREMENT OF SECURITY SERVICES FY 2022	<p>The BAC Secretariat discussed the important provisions and information in the bidding documents as follows:</p> <p>INVITATION TO BID</p> <ul style="list-style-type: none">• This procurement project is named as the Procurement of Security Services FY 2022 with an approved budget of the contract (ABC) amounting to Php 8,284,000.00 based on the National Expenditure Program;• The contract is for one (1) year, from January 1, 2022 to December 31, 2022. Delivery shall be made 15 days from the issuance of Notice to Proceed (NTP).• Bidding will be conducted through open competitive bidding procedures using a non-discretionary “<i>pass/fail</i>” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.• Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to

Filipino citizens, pursuant to RA No. 5183.

- Bidding documents are available **from October 20, 2021 to November 10, 2021** (8:00 AM to 1:00 PM) at the NLRC Administrative Office.
- A complete set of Bidding Documents may be acquired by interested Bidders in the amount of **Php 10,000.00**
- With respect to the documentary requirements, the Committee shall accept any of the following:
 - a. Original or certified true copies duly certified by the issuing agency; or
 - b. Photocopies subject to verification with the original copies during the post qualification process.

SCHEDULE OF PROCUREMENT ACTIVITIES

- Bids must be duly received by the BAC Secretariat through the following means: (i) manual submission at the office address indicated in the bidding documents and (ii) online or electronic submission to nlrcbacsec@gmail.com on or before **November 10, 2021 at 1pm.**
- Bid Opening shall be on **November 11, 2021 at 10:00am** at the given address in the bidding documents and through Zoom platform.

INSTRUCTIONS TO BIDDERS

In addition to the provisions under *II. Instruction to Bidders* in the Bidding Documents, the following requirements are expected from the prospective bidders:

- **ITB Clause 5.3: Eligibility of Bidders:** Contracts similar to the Project shall be contracts providing **security services** and must have been completed within **5 (five)**

years prior to the deadline for the submission of bids.

- **ITB Clause 7:** Subcontracting shall not be allowed for this project.
- **ITB Clause 12:** The price shall be based on the current market price.
- **ITB Clause 15: Sealing and Marking of Bids:** The bidder shall be required to submit seven (7) hard copies of the first and second components of its Bid. The hard copies must be in the following format:
 1. First and Second Component Envelopes must be placed in ONE MAIN ENVELOPE, addressed to NLRC BAC and properly sealed;
 2. Submit 7 "MAIN ENVELOPES" labelled Envelope 1,2,3, etc;
 3. Envelope 1 must contain Original Documents;
 4. Envelope 2 to 7 may contain the photocopies of documents contained in Envelope 1.

The bidder shall also be required to submit the first and second components of its Bid to **nlrcbacsec@gmail.com**. The electronic copy shall be a scanned copy in PDF format with encrypted password. First and Second Components of the Bid shall be submitted in separate files. The password of each file shall be submitted by the bidder's authorized representative during the opening of bids.

Soft copies must be submitted in PDF format and bidders must avoid submitting them in zip files. Huge files may be submitted/saved in separate files. Soft Copies shall be saved in this filename format **[name of bidder. kind of document]**.

The electronic copy that cannot be opened or is corrupted

shall not be considered as non-responsive thus, not a ground for disqualification. However, for convenience of viewing the Bids by all participants in the Zoom meeting, the bidder's' authorized representatives must present/share their respective electronic copies which should be the same documents that were submitted in the form of hard copies.

- **ITB Clause 14.1:** The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
 - a. The amount of not less than **Php 165,680.00**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 - b. The amount of not less than **Php 414, 200.00** if the bid is in Surety Bond.
- **ITB Clause 19.3:** The project shall be awarded in one (1) lot.
- **ITB Clause 20.1: Post Qualification Requirements:** The Bidder shall be required to submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

The Bidder shall also be required to submit their Deed of Undertaking of their Compliance with OSH and Labor Standard Laws.

Nevertheless, non-submission of the said documents at the time of presentation of bids shall not render the Bid non-responsive and will not be a ground for disqualification, provided, the requisite documents will be submitted during the post-qualification process.

QUESTION AND ANSWER PART 1:

The bidder asked whether the schedule of delivery is 5 days from the issuance of NTP as stated in the bidding documents or 15 days as mentioned.

The BAC Secretariat clarified that delivery shall be 15 days from the issuance of NTP. A Supplemental Bid Bulletin shall be issued to amend the said requirement.

SPECIAL CONDITIONS OF CONTRACT

- **TERMS OF PAYMENT:** Payments shall be made on a monthly basis upon the issuance of a Certificate of Inspection. The Service Provider's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the services performed.

- **INSPECTION AND TEST BY THE BAC TWG:** The inspections and tests that will be conducted are:
 1. Examination of documents to verify the validity of the submitted Technical Documents;
 2. Others matters/official papers that may be considered necessary by the BAC-TWG in its preparation of the Post Qualification Report; and
 3. BAC-TWG shall coordinate with the winning bidder with respect to the other requirements and procedures on inspection and tests.

SCHEDULE OF REQUIREMENTS:

- Security services shall be delivered for the entire year FY 2022.

TECHNICAL SPECIFICATIONS:

(Salient portions were read briefly by the BAC Secretariat. The

bidder already purchased the bidding documents prior to the meeting hence, she was given the chance to ask questions and clarifications right away. For the reason that the bidder who attended the Prebid Conference did not raised questions in relation to the technical specification, the BAC Secretariat proceeded to discuss Part 2 of the presentation)

CHECKLIST OF DOCUMENTS:

TECHNICAL COMPONENT ENVELOPE: LEGAL DOCUMENTS

1. Valid PhilGEPS Registration Certificate (Platinum Membership);
2. Mayor's or Business permit; and
3. Tax Clearance.

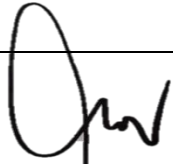

TECHNICAL COMPONENT ENVELOPE: TECHNICAL DOCUMENTS

1. Statement of the prospective bidder of all its ongoing government and private contracts;
2. Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid;
3. Original copy of the Bid Security (Surety Bid or Original copy of Notarized Bid Securing Declaration);
4. Conformity with the Technical Specifications (attached is the required certification from DICT); and
5. Original copy of the duly signed Omnibus Sworn Statement or Original Secretary's Certificate.

TECHNICAL COMPONENT ENVELOPE: FINANCIAL DOCUMENT

1. Audited Financial Statements (FYs 2019 and 2020); and
2. Bidder's computation of Net Financial Contracting Capacity (NFCC) or Committed Line of Credit. (equivalent to 10% of the ABC and must be available at the time of the opening of bids.

FINANCIAL COMPONENT ENVELOPE:

	<p>1. Financial Bid Form; and 2. Price Schedule/s.</p> <p>QUESTION AND ANSWER PART 3: <i>(No questions were raised by the bidder in relation to the checklist of documents)</i></p> <p>FINAL REMINDERS:</p> <p>Bidders may still submit their written queries through the BAC Secretariat on or before November 4, 2021. The BAC Secretariat shall, in turn, forward to the end-users the questions related to the technical specifications of the Project. Bidders may choose to directly get in touch with the end-users for any request of information or clarification. All contact details are provided in the bidding documents.</p> <p>Expect the bid bulletin on November 5, 2021.</p> <p>SCHEDULE OF NEXT ACTIVITY FOR THE PROJECT:</p> <ul style="list-style-type: none">• November 11, 2021 10:00 AM
	<p>Pre Bid Conference ended at 10:48 AM.</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is true account of the Meeting conducted on Friday, 29 October 2021.</p>
<p>PREPARED BY:</p>	<p> RACHELLE T. PEÑARANDA Member, BAC Secretariat</p>
<p>REVIEWED BY:</p>	<p> ATTY. RACHEL ANN KATRINA P. ABAD-FABE Head, BAC Secretariat</p>
<p>CERTIFIED</p>	

CORRECT

Bids and Awards Committee (FY 2020-2021):



LABOR ARBITER LEILA T. LAURETA-AGUSTIN

Chairperson, BAC



LABOR ARBITER RAISA P. DISOMANGCOP

Member, BAC



LABOR ARBITER ANNA RICHIE U. MORALES-MALINAO

Member, BAC



LABOR ARBITER VILMA MARIA S. PLAN-BARRERA

Member, BAC



LABOR ARBITER MARIA REGINA L. CASTILLO

Member, BAC